



**AMERICAN EMBASSY, NEW DELHI, INDIA  
VACANCY ANNOUNCEMENT FOR BEARER**

**AT**

**THE AMBASSADOR'S RESIDENCE**

**VACANCY ANNOUNCEMENT NUMBER – 16-019**

**OPEN TO:** All Interested Candidates

**POSITION:** Bearer, Ambassador's Residence\*

**OPENING DATE:** February 1, 2016

**CLOSING DATE:** February 12, 2016

**WORK HOURS:** Full-time; 54 hours/week

**SALARY:** Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: \*The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.**

The Ambassador's Residence at the U.S. Embassy in New Delhi is seeking an individual for the position of Bearer.

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTION OF POSITION**

The incumbent will be responsible for the overall cleaning, dusting, polishing, serving, washing-up, and maintaining all rooms and all official and personal equipment at the Ambassador's Residence.

- Responsible for day-to-day cleaning and dusting of the property.
- Ensure the highest quality of hygiene while washing-up and maintaining cleanliness of the residence.
- Maintenance of all rooms and all equipment in the residence.
- Ensure proper polishing of items and assistance in serving.

- Ensure cleanliness in the kitchen area to include equipment, utensils, surrounding area etc.
- Any other normal services and duties associated with the position/additional work in connection with the property assigned by the Residence Manager.

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Minimum two years of job related experience.
2. Good working knowledge (read/write/speak) in English and Hindi.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

### **The resume or curriculum vitae must include the below information.**

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Notice Period to current employer
- O. References

### **SUBMIT APPLICATION TO:**

U. S. Embassy  
 Human Resources Office  
 Shantipath, Chanakyapuri  
 New Delhi 110 021  
 Or  
 FAX: 2419-8056  
 Or

E-mail: [NewDelhiOREVacancies@state.gov](mailto:NewDelhiOREVacancies@state.gov)

**POINT OF CONTACT**

Telephone: 24198716

Please insert **“Application for Bearer, Ambassador’s Residence”** in the Subject of the e-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the above mentioned position title will not be accepted.